

Phoenix Program
Process Definition – Accounts Receivable

Process	<i>Budget Checking</i>
Process Number	<i>AR – 003</i>

Description of Process

- Budget checking is a batch program that will be run in the nightly process.
- Budget Checking will process all transactions except Direct Journals.
- There is no override option for a specific transaction.
- There must be a Revenue Budget established in order to post a record.
- Revenues will be tracked for Budget comparisons only and will not be checked against a budget for controlling revenue amounts.

Input to Process

All complete and balanced transactions "Set to Post" will go through the Budget Checking Process.

Output of Process

A transaction will either pass or reject during Budget Checking. A successful transaction will have a BCM status of "Valid Budget Check" and a rejected transaction will have a BCM status of "Not Checked". The Budget Exceptions Report will be produced nightly with detailed error messages of all rejected transactions.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group

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Business Process Description

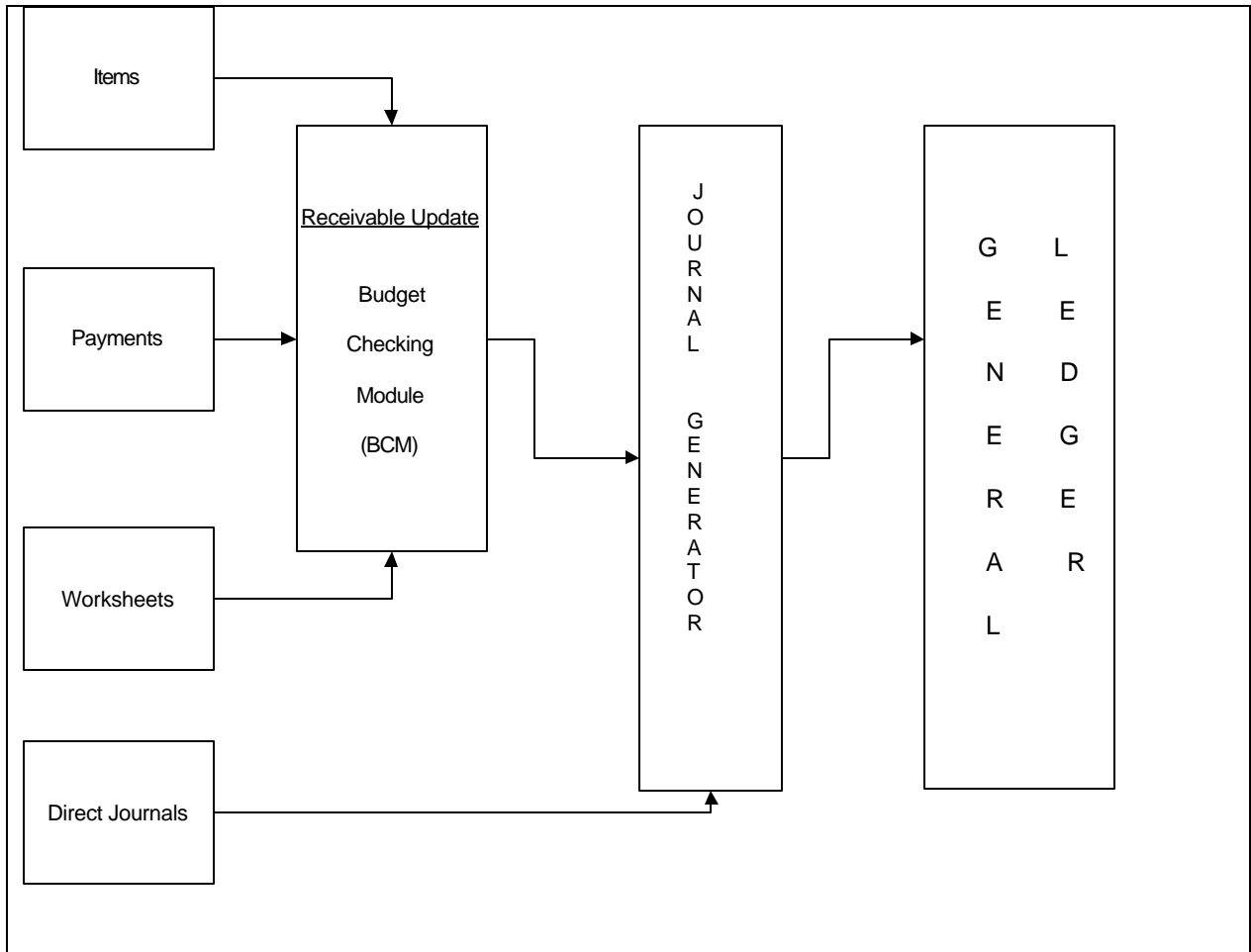
Process Description	Responsibility (Agency/Centralized)
<u>Step 1 Enter Receivables</u> Enter on-line pending item, "Balance" and "Set to Post". The transaction has a BCM status of "Not Checked".	Agency
<u>Step 2 Transaction is Budget Checked</u> Budget Checking Process is run during the Receivable Update. The transaction either passes or gets rejected.	FSS
<u>Step 3 Verify Budget Status</u> Transactions, which pass BCM in PeopleSoft Receivables, are eligible for successful editing and posting once journal generated to the General Ledger. Transactions, which are rejected by the Receivable Update process, will be listed in the Budget Exceptions Report. Direct Journals will be Budget Checked in GL. Direct Journal transactions, which are rejected by the Budget Checking process will be listed in the Budget Exceptions Report produced in GL.	Agency
<u>Step 4 Research Rejected Transactions</u> The transactions listed as rejected on the Budget Exceptions Report need to be researched and corrected.	Agency
<u>Step 5 Process Rejected Transactions</u> Correct the rejected transactions and set to post. The transactions will run through nightly processing to be budget checked.	Agency/ FSS

Forms Used with Process (#)

**Attach sample form(s)

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Process Flow Diagram (if appropriate):



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Process Signoff

Tested By
Date Tested